

Your job

This is your first major foray into keeping administrative time and creative time separate.

Pre-audition Checklist:

- Actor Info sheet – the actor fills this out with contact and availability information. Often the theatre company will have these on file.
- Audition material – called **sides**, these are the pages from the script the actors will read in the audition.
- Character Profile – short descriptions of each character for the actors to read.
- Rehearsal, procedural, and performance information – details of the time commitment for rehearsal and performances. How the theatre notifies people about callbacks and the casting results. Sometimes displayed on a whiteboard or as a poster.

Your job is to watch the actors. You **must** have other people:

- Hand out Actor Info sheets and Character Profiles as needed.
- Hand out sides.
- Keep track of time.
- Answer general questions about the:
 - Play
 - Rehearsal process
 - Callbacks
 - Notification process
 - Washroom locations and more

You must only be concerned with the actor. Enjoy.